



California Department of Corrections  
**INFORMATIONAL BULLETIN**

**Subject:** ANNOUNCEMENT OF TWO NEW  
TRANSPORTATION FORMS

**Number:**

02/03

**Date Issued:**

January 28, 2002

The purpose of this Informational Bulletin is to officially announce the California Department of Corrections' (CDC) Form 250-EB, Extradition Bureau Duty Log and CDC Form 250-ES, Extradition Bureau Duty Log Supplemental.

Effective upon receipt of this bulletin, the following forms can be ordered from Prison Industry Authority on a CDC Form 1853:

- **CDC 250-EB (01/02), Extradition Bureau Duty Log.**

This form is to be used to record the daily transfer of inmates between institutions, county jails, instate and out of state via CDC Extradition Bureau. This form is also used as a daily record of employee work hours and mode of transport while conducting the extradition. This form will be printed on two-sided, 8 ½" x 11", white bond paper in quantities of 500 sets or more.

- **CDC 250-ES (01/02), Extradition Bureau Duty Log Supplemental.**

This form is to be utilized if there is not enough space in the Remarks and Incidents Section of the CDC 250-EB for that particular date. This form will be printed on two-sided, 8 ½" x 11", white bond paper in quantities of 500 sets or more.

Please inform all persons concerned of the contents of this bulletin. Please direct any inquires regarding this bulletin to Steve Novak, Correctional Lieutenant, Transportation Unit, at (916) 445-2813.

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